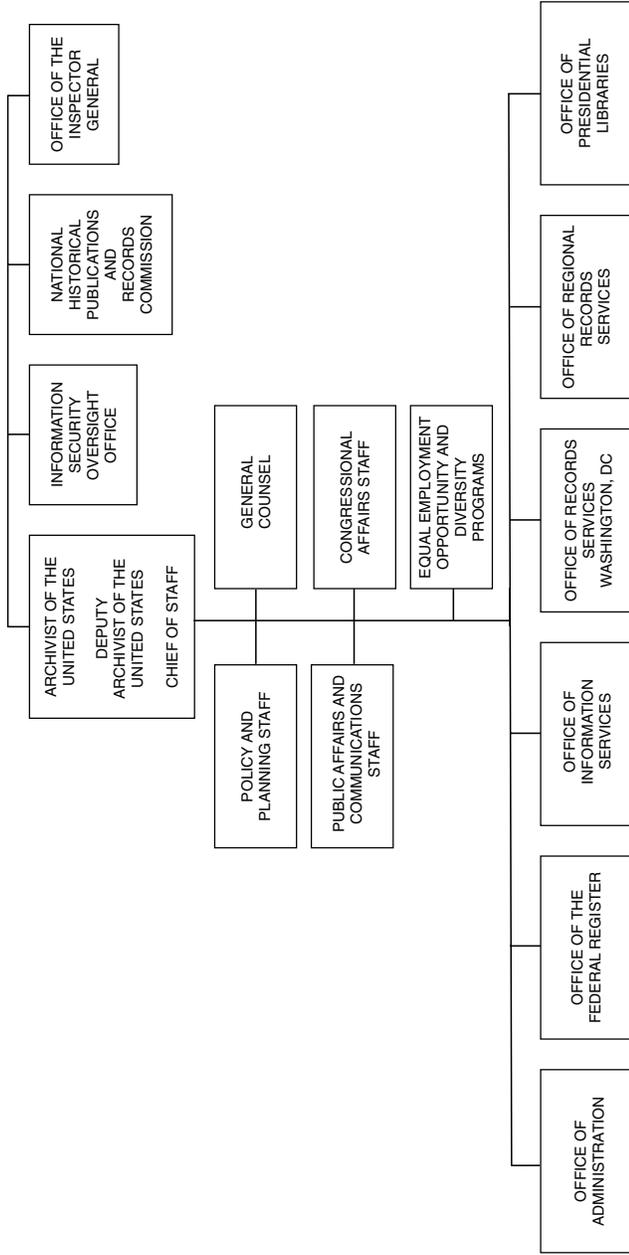


NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



The National Archives and Records Administration (NARA) is the successor agency to the National Archives Establishment, which was created in 1934 and subsequently incorporated into the General Services Administration as the National Archives and Records Service in 1949. NARA was established as an independent agency in the executive branch of the Government by act of October 19, 1984 (44 U.S.C. 2101 *et seq.*), effective April 1, 1985.

Activities

Archival Program The National Archives and Records Administration maintains, as archival records, the historically valuable records of the U.S. Government, dating from the Revolutionary War era to the recent past; arranges and preserves records and prepares finding aids to facilitate their use; makes records available for use in research rooms in its facilities and via the Internet; answers written and oral requests for information contained in its holdings; and, for a fee, provides copies of records. These holdings include the records of the U.S. House of Representatives and the U.S. Senate, which are preserved and administered by the Center for Legislative Archives. Many important records are available on microfilm and on the NARA Web site at www.archives.gov. Archival records created in the Washington, DC, area and in the custody of NARA are maintained in NARA facilities in the Washington, DC, area. Archival records of high regional or local interest in the custody of NARA are maintained in the NARA regional archives (see the "Regional Records Services" section). NARA also has nine affiliated archives that hold NARA-owned records on behalf of NARA and make them available to the public.

Records Management To ensure proper documentation of the organization,

policies, and activities of the Government, NARA develops standards and guidelines for the nationwide management and disposition of recorded information. It appraises Federal records and approves records disposition schedules. It also inspects agency records and records management practices, develops records management training programs, provides guidance and assistance on proper records management, and provides for storage of inactive records. For agencies headquartered in the Washington, DC, vicinity, these functions are assigned to the Office of Records Services/ Washington, DC.

Office of Records Services (Washington, DC)

Modern Records Program The Modern Records Program improves the life cycle management of Federal records in all media for Government agencies; provides formal training in Federal records management; preserves and makes available permanent electronic records; and coordinates technical assistance to Federal agencies on records creation, management, and disposition to agencies in the Washington, DC, area. For more information, log on to www.archives.gov/records-mgmt.

The Washington National Records Center offers a wide range of records storage and servicing options as described below under Regional Records Services, and also offers customized workshops and records management assistance upon request and will assist agencies with their records storage problems.

For further information on records center services in the Washington, DC, area (West Virginia, Virginia, and Maryland), contact the Director of the Records Management Division, Washington National Records Center. Phone, 301-778-1650.

Washington Area Records Facilities—National Archives and Records Administration

Facility	Address	Director	Telephone
National Archives	700 Pennsylvania Ave. NW., Washington, DC 20408.	James Hastings	202-357-5393
National Archives at College Park	8601 Adelphi Rd., College Park, MD 20740.	Sharon Gibbs Thibodeau	301-837-3400

Washington Area Records Facilities—National Archives and Records Administration—
Continued

Facility	Address	Director	Telephone
Washington National Records Center.	4205 Suitland Rd., Suitland, MD 20746.	Alan Kramer	301-778-1600

Office of Regional Records Services

The Office of Regional Records Services provides services to agencies outside the Washington, DC, area. NARA has nine regions and the National Personnel Records Center. Each region operates a full life-cycle records program, including records management operations, records centers, and regional archives. NARA maintains information about the records management programs of Federal agencies in the region; conducts inspections, evaluations, or surveys of records and records management programs in agencies; reports on findings; and recommends improvements or necessary corrective actions. NARA also furnishes guidance and technical assistance to Federal agencies on records creation, management, and disposition; develops and conducts training aimed at improving agency records management and disposition practices; and appraises Federal records to determine whether they warrant preservation by the U.S. Government.

Federal Records Centers These Centers are for the storage and servicing of non-current and certain active records of Federal agencies. Services include the storage of textual and special media records; storage for nonclassified and classified records; retrieval of records to fulfill statutory requirements and conduct daily business; special projects to respond to sudden shifts in customer demands; expedited response to congressional inquiries, litigation, and

urgent business needs; and disposition services, providing disposal for records that have reached their required retention period or transfer to the holdings of the National Archives for permanent records.

Regional Archives Archival records of high regional significance are maintained in these facilities. Many important original records held in NARA facilities in the Washington, DC, area are available in microform in most of these regional facilities. These facilities arrange and preserve the records and prepare finding aids to facilitate their use; make the records available for use in research rooms; answer written or oral requests for information contained in the holdings; and, for a fee, provide copies of the records.

National Personnel Records Center

The Center stores, services, and disposes of civilian personnel, medical, and pay records of former U.S. Civil Service employees and military personnel and medical records of discharged military personnel. It has a research room for referencing official military personnel folders and other related records. The Center also provides Federal agencies with services and technical advice relating to records disposition, filing and classification schemes, and protection of vital civilian and military records.

For further information, contact the Office of Regional Records Services. Phone, 301-837-2950. Fax, 301-837-1617. Internet, www.archives.gov/locations/records-management.html.

Regional Records Services Facilities—National Archives and Records Administration

(HQ: Headquarters facility; A: Facility holding archival records)

City	Address	Director	Telephone
Northeast Region (HQ)	380 Trapelo Rd., Waltham, MA 02154-6399	Diane LeBlanc	781-663-0130
Boston, MA (A)	380 Trapelo Rd., Waltham, MA 02154-6399		781-663-0130
Pittsfield, MA	100 Conte Dr., 01201-8230		413-236-3600
New York City, NY (A)	201 Varick St., 10014-4811		866-840-1752
Mid-Atlantic Region (HQ)	900 Market St., Philadelphia, PA 19107-4292	V. Chapman Smith	215-606-0100
Center City Philadelphia, PA (A).	900 Market St., 19107-4292		215-606-0100
Northeast Philadelphia, PA	14700 Townsend Rd., 19154-1096		215-305-2000

Regional Records Services Facilities—National Archives and Records Administration—
Continued

(HQ: Headquarters facility; A: Facility holding archival records)

City	Address	Director	Telephone
Southeast Region (HQ) (A)	5780 Jonesboro Rd., Morrow, GA 30260-3806 ..	James McSweeney	770-968-2100
Ellenwood, GA	4712 Southpark Blvd., 30294-3595		404-736-2820
Great Lakes Region (HQ)	7358 S. Pulaski Rd., Chicago, IL 60629-5898	David E. Kuehl	773-948-9001
Chicago, IL (A)	7358 S. Pulaski Rd., 60629-5898		773-948-9001
Dayton, OH	3150 Springboro Rd., 45439-1883		937-425-0672
Kingsridge, OH	8801 Kingsridge Dr., Miamisburg, OH 45458		937-425-0650
Central Plains Region (HQ) ...	2312 E. Bannister Rd., Kansas City, MO 64131-3011.	R. Reed Whitaker	816-268-8000
Kansas City, MO (A)	2312 E. Bannister Rd., 64131-3011		816-268-8000
Lee's Summit, MO	200 Space Ctr. Dr., 64064-1182		816-268-8000
Lenexa, KS	17501 West 98th St., 66219-1735		913-268-8000
Southwest Region (HQ)	1400 John Burgess Dr., Fort Worth, TX 76140 ...	Preston Huff	
Fort Worth, TX (A)	501 W. Felix St., Bldg. 1, P.O. Box 6216, 76115		817-831-5620
Rocky Mountain Region (HQ) (A).	Bldg. 48, Denver Federal Ctr., Denver, CO 80225-0307.	Barbara Voss	303-407-5740
Pacific Region (HQ)	1000 Commodore Dr., San Bruno, CA 94066	David Drake, <i>Acting</i>	650-238-3477
Laguna Niguel, CA (A)	1st Fl. E., 24000 Avila Rd., 92607-3497		949-360-2641
San Francisco, CA (A)	1000 Commodore Dr., San Bruno, 94066		415-238-3501
Riverside County, CA	23123 Cajalco Rd., Perris, 92570-7298		951-956-2000
Pacific Alaska Region (HQ) ...	6125 Sand Point Way NE., Seattle, WA 98115-7999.	Steven M. Edwards	206-336-5115
Seattle, WA (A)	6125 Sand Point Way NE., 98115-7999		206-336-5115
Anchorage, AK (A)	654 W. 3d Ave., 99501-2145		907-261-7820
National Personnel Records Center (HQ).	9700 Page Ave., St. Louis, MO 63132	Ronald L. Hindman	314-801-0800

Affiliated Archives Facilities—National Archives and Records Administration

Facility	Address	Telephone	Fax
Library of Congress	Prints and Photographs Division, Rm. 339, James Madison Bldg., Washington, DC 20540-4730.	202-707-6399	202-707-6647
New Mexico State Records Center and Archives.	Archives and Historical Services Division, New Mexico Commission of Public Records, 1205 Camino Carlos Rey, Sante Fe, NM 87505.	505-476-7900	505-476-7909
Oklahoma Historical Society	Research Division, 2401 North Laird Ave., Oklahoma City, OK 73105.	405-522-5248
Pennsylvania State Archives	Bureau of Archives and History, Pennsylvania Historical and Museum Commission, 350 North St., Harrisburg, PA 17120.	717-783-3281
U.S. Government Printing Office	Superintendent of Documents, 732 N. Capitol St. NW., Washington, DC 20401.
U.S. Military Academy	Special Collections and Archives Division, U.S. Military Academy Library, Jefferson and Collum Rd., West Point, NY 10996-1711.	845-938-3259	845-938-4000
U.S. Naval Academy	William W. Jeffries Memorial Archives, Rm. 320, Nimitz Library, 589 McNair Rd., Annapolis, MD 21402.	410-293-6922	410-293-4926
Yellowstone National Park Archives.	P.O. Box 168, Yellowstone National Park, WY 82190	307-344-2563	307-344-2323
University of North Texas Libraries.	P.O. Box 305190, Denton, TX 76203	940-565-3269

Presidential Libraries Through the Presidential libraries, which are located at sites selected by the Presidents and built with private funds, NARA preserves and makes available the records and personal papers of a particular President's administration. In addition to providing reference services on Presidential documents, each library prepares documentary and descriptive publications and operates a museum to exhibit documents, historic objects, and

other memorabilia of interest to the public.

The records of each President since Herbert Hoover are administered by NARA. While such records were once considered personal papers, all Presidential records created on or after January 20, 1981, are declared by law to be owned and controlled by the United States and are required to be transferred to NARA at the end of the administration, pursuant to the

Presidential Records Act of 1978 (44 U.S.C. 2201 *et seq.*).

For further information, contact the Office of Presidential Libraries. Phone, 301-837-3250. Fax, 301-837-3199.

Presidential Libraries—National Archives and Records Administration

Library	City/Address	Director	Telephone
Herbert Hoover Library	West Branch, IA 52358-0488	Timothy G. Walch	319-643-5301
Franklin D. Roosevelt Library	Hyde Park, NY 12538-1999	Cynthia M. Koch	845-486-7770
Harry S. Truman Library	Independence, MO 64050-1798	Michael Devine	816-268-8200
Dwight D. Eisenhower Library	Abilene, KS 67410-2900	Karl Weissenbach	785-263-6700
John F. Kennedy Library	Boston, MA 02125-3398	Thomas J. Putnam	617-514-1600
Lyndon B. Johnson Library	Austin, TX 78705-5702	Betty Sue Flowers	512-721-0200
Richard Nixon Library	Yorba Linda, CA 92886-3903	Timothy Naftali	714-983-9120
Richard Nixon Library	College Park, MD 20740-6001 ..	Timothy Naftali	301-837-3290
Gerald R. Ford Library	Ann Arbor, MI 48109-2114	Elaine K. Didier	734-205-0555
Gerald R. Ford Museum	Grand Rapids, MI 49504-5353 ..	Elaine K. Didier	616-254-0400
Jimmy Carter Library	Atlanta, GA 30307-1498	Jay E. Hakes	404-865-7100
Ronald Reagan Library	Simi Valley, CA 93065-0666	R. Duke Blackwood	805-577-4000
George Bush Library	College Station, TX 77845-3906 ..	Warren L. Finch, Jr.	979-691-4000
William J. Clinton Library	Little Rock, AR 72201-1749	Terri Garner	501-374-4242
Presidential Materials Staff	Washington, DC 20408-0001	Nancy Kegan Smith	202-357-5200

The Office of the Federal Register The Office of the Federal Register (OFR) prepares and publishes a wide variety of public documents. Upon issuance, acts of Congress are published in slip law (pamphlet) form and then cumulated and published for each session of Congress in the *United States Statutes at Large*.

Each Federal workday, the OFR publishes the *Federal Register* which contains current Presidential proclamations and Executive orders, Federal agency regulations having general applicability and legal effect, proposed agency rules, and documents required by statute to be published. All Federal regulations in force are codified annually in the *Code of Federal Regulations*.

Presidential speeches, news conferences, messages, and other materials released by the White House Office of the Press Secretary are published in the *Weekly Compilation of Presidential Documents* and annually in the *Public Papers of the Presidents*.

The United States Government Manual, published annually, serves as the official handbook of the Federal Government, providing extensive information on the legislative, judicial, and executive branches.

All of the above publications are available in both paper editions and

online in electronic formats at www.gpoaccess.gov/nara/index.html.

For further information, contact Information Services, Office of the Federal Register. Phone, 202-741-6000. TTY, 202-741-6086. Fax, 202-741-6012. E-mail, fedreg.info@nara.gov. Internet, www.archives.gov/federal-register or www.federalregister.gov.

National Archives Trust Fund Board

The National Archives Trust Fund Board receives funds from the sale of reproductions of historic documents and publications about the records, as well as from gifts and bequests. The Board invests these funds and uses income to support archival functions such as the preparation of publications that make information about historic records more widely available. Members of the Board are the Archivist of the United States, the Secretary of the Treasury, and the Chairman of the National Endowment for the Humanities.

For further information, contact the Secretary, National Archives Trust Fund Board. Phone, 301-837-3550.

National Historical Publications and Records Commission

The National Historical Publications and Records Commission (NHPRC) is the grant-making affiliate of the National Archives and Records Administration. Its mission is to promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture. NHPRC

grants help State and local archives, universities, historical societies, and other nonprofit organizations solve preservation problems dealing with electronic records, improve training and techniques, strengthen archival programs, preserve and process records collections, and provide access to them through the publication of finding aids and documentary editions of the papers of the Founding Era and other themes and historical figures in American history. The NHPRC works in partnership with a national network of State historical records advisory boards. It also provides Federal leadership in public policy for the preservation of, and access to, America's documentary heritage.

For further information, contact the National Historical Publications and Records Commission. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/nhprc.

Information Security Oversight Office

The Information Security Oversight Office (ISOO) oversees the security classification programs in both Government and industry and reports to the President annually on their status. Executive orders 12829 and 12958 serve as the authority for ISOO, and the Office receives its policy and program guidance from the National Security Council. An organizational component of the National Archives and Records Administration, ISOO's goals are to hold classification activity to the minimum necessary to protect the national security; to ensure the safeguarding of classified national security information in both Government and industry in a cost-effective and efficient manner; and to promote declassification and public access to information as soon as national security considerations permit.

For further information, contact the Information Security Oversight Office. Phone, 202-357-5250.

Sources of Information

Calendar of Events To be added to the mailing list for the monthly *National Archives Calendar of Events*, call 202-357-5000. For a recorded announcement of events at the National

Archives Building and the National Archives at College Park, call 202-357-5000. TDD, 301-837-0482.

Congressional Affairs The Congressional Affairs staff maintains contact with and responds to inquiries from congressional offices. Phone, 202-357-5100. Fax, 202-357-5959.

Contracts Information on business opportunities with NARA are available electronically at www.fedbizopps.gov.

Educational Opportunities NARA offers several courses on archival and records management principles and on using NARA resources for research and in the classroom. For information on public programs and workshops, contact the Center for the National Archives Experience Education Office at 202-357-5210. Fax, 202-357-5925.

For information about the "Modern Archives Institute," contact the Modern Archives Institute, Room 301, National Archives Building, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone 202-357-5259.

For information about records management workshops, contact the National Records Management Training Program (phone, 301-837-0660), any regional records services facility, or the Office of Regional Records Services (phone, 301-837-2950). Internet, www.archives.gov/records-mgmt/training/index.html.

For information about "The Federal Register: What It Is and How To Use It," call 202-741-6000.

For information about the "Institute for the Editing of Historical Documents" at the University of Wisconsin, Madison, or fellowships in documentary editing and archival administration, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Electronic Access Information about NARA and its holdings and publications is available electronically. Internet, www.archives.gov. E-mail, inquire@nara.gov.

Employment For job opportunities nationwide, contact the nearest NARA facility or the Human Resources Operations Branch, Room 339, 9700 Page Avenue, St. Louis, MO 63132. Phone, 800-827-4898. TDD, 314-801-0886. Internet, www.archives.gov/careers/jobs.

Freedom of Information Act/Privacy Act Requests Requests should be directed as follows:

For operational records of the National Archives and Records Administration, contact the NARA Freedom of Information Act/Privacy Act Officer, General Counsel Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3642. Fax, 301-837-0293.

For archival records in the custody of the Office of Records Services—Washington, DC, contact the Special Access/FOIA Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3190. Fax, 301-837-1864.

For archival records in the custody of a regional archives, contact the facility serving the appropriate region (see the “Regional Records Services Facilities” section) or the Office of Regional Records Services. Phone, 301-837-2950. Fax, 301-837-1617.

For archival records in the custody of a Presidential library, contact the library that has custody of the records (see the “Presidential Libraries” section).

For records in the physical custody of the Washington National Records Center or the regional Federal records centers, contact the Federal agency that transferred the records to the facility. Records stored in the records centers remain in the legal custody of the agency that created them.

Grants For NHPRC grants, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Museum Shops Publications, document facsimiles, and document-related

souvenirs are available for sale at the National Archives Shop in Washington, DC, each Presidential library, and some regional archives. Phone, 202-357-5271. Internet, www.estimate.archives.gov.

Public Affairs The Public Affairs staff maintains contact with and responds to inquiries from the media, issues press releases and other literature, and maintains contact with organizations representing the archival profession, scholarly organizations, and other groups served by NARA. Phone, 202-357-5300.

Museum Programs Contact the Center for the National Archives Experience, National Archives and Records Administration, Washington, DC 20408. Phone, 202-357-5210. Fax, 202-357-5926.

Publications Agency publications, including facsimiles of certain documents, finding aids to records, and *Prologue*, a scholarly journal published quarterly, are available from the Customer Service Center (NWCC2), NARA, Room 1000, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 800-234-8861. Fax, 301-837-0483. Internet, www.archives.gov/publications.

Most records management publications are available electronically on the NARA Web site. Limited quantities of some records management publications and posters are available in hard copy format from the Life Cycle Management Division, NARA, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3560. Fax, 301-837-3699. E-mail, nara.recordsmgtraining@nara.gov

Information about laws, regulations, and Presidential documents is available from the Office of the Federal Register, NARA, Washington, DC 20408. Phone, 202-741-6000. E-mail, fedreg.info@nara.gov. Internet, www.archives.gov/federal-register or www.federalregister.gov. To subscribe to the *Federal Register* table of contents electronic mailing list, go to <http://listserv.access.gpo.gov> and select online mailing list archives, FEDREGTOC-L. To receive e-mail notification of new public laws, subscribe to PENS (Public Law Electronic Notification Service) at

www.archives.gov/federal-register, "New Public Laws."

NHPRC guidelines are available from the NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Reference Services Records are available for research purposes in reading rooms at the National Archives building, 700 Pennsylvania Avenue NW., Washington, DC (phone, 202-357-5400); at the National Archives at College Park, 8601 Adelphi Road, College Park, MD (phone, 866-272-6272); and at each Presidential library, the National Personnel Records Center, and at regional archives. Written requests for information may be sent to any of these units, or they may be addressed to the Customer Services Division, National Archives at College Park, Room 1000, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 866-272-6272. E-mail, inquire@nara.gov.

The Public Inspection Desk of the Office of the Federal Register is open every Federal business day for public inspection of documents scheduled for publication in the next day's *Federal Register*, at Suite 700, 800 North Capitol Street NW., Washington, DC. Phone, 202-741-6000. In addition, the documents currently on public inspection may be viewed at: www.federalregister.gov.

Speakers and Presentations The National Archives conducts regular public programs featuring authors, films, and symposia related to National Archives holdings. For programs in the Washington, DC, area, more information is available on the calendar update line. Phone, 202-357-5000. The Calendar of Events is also available by sending an e-mail to reservations.nwe@nara.gov.

Teacher Workshops and Teaching

Materials The National Archives education specialists have developed programs to train teachers in the use of primary source material in the classroom and can provide information on how to obtain documentary teaching materials for classroom use. For further information, contact the education staff of the Center for the National Archives Experience. Phone, 202-357-5210.

Tours Individuals or groups may request guided tours of the exhibitions at the National Archives building. Tours are given by reservation only and subject to availability. Individuals are requested to make arrangements at least 6 weeks in advance. Tours are scheduled for 9:45 a.m. Monday through Friday. Tours of the National Archives at College Park, MD, may also be arranged. Self-guided tours are available, through reservations, Monday through Friday from 10:15 a.m. until 90 minutes before closing. Groups are limited to 100 people. For more information and reservations, contact the Tour Office between 9 a.m. and 4 p.m., Monday through Friday. Phone, 202-357-5450. E-mail, visitorservices@nara.gov.

Volunteer Service Volunteer service opportunities are available at the National Archives Building and the National Archives at College Park, MD. Volunteers conduct tours, provide information in the exhibit halls, work with staff archivists in processing historic documents, and serve as genealogical aides in the genealogical orientation room. For more information, contact the Volunteer Program Staff. Phone, 202-357-5272. Fax, 202-357-5925. E-mail, volunteer@nara.gov. Similar opportunities exist in the Presidential libraries and at the regional archives. Contact the facility closest to you for information about volunteer opportunities.

For further information, write or visit the National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5400. Internet, www.archives.gov. E-mail, inquire@nara.gov.